

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency)</b> with parenthetical title  <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE AIDE I</div>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>  <div style="text-align: center;">1</div>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/</b> LOCAL GOVERNMENT  <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		<b>6. BUREAU OR OFFICE</b>  <div style="text-align: center;">PHYSICAL PLANT OFFICE</div>			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  <div style="text-align: center;">MOTOR POOL SERVICES</div>		<b>8. WORKSTATION / PLACE OF WORK</b>  <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>			
<b>9. PRESENT APPROP ACT</b>  <div style="text-align: center;">N/A</div>	<b>10. PREVIOUS APPROP ACT</b>  <div style="text-align: center;">N/A</div>	<b>11. SALARY AUTHORIZED</b>  <div style="text-align: center;">P590.91/ day</div>	<b>12. OTHER COMPENSATION</b>  <div style="text-align: center;">P90.90/day</div>		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;">Head, MOTOR POOL SERVICES</div>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;">Director, PPO</div>			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE		ITEM NUMBER			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> <div style="text-align: center;">DESKTOP COMPUTER, PRINTER, PHONE,</div>					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Provides support to Head of Motor Pool and Director, PPO					



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Clerical/dDRC work, Facilitate in dispatching of vehicles & heavy equipment, Messengerial work.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	None Required	None Required	None Required
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.			2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1
21f. Functional Competencies			Competency Level
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular			1
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.			1
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.			1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	1. Prepares administrative documents, Sorting of Motor Pool / PPO ISO forms.	1	
30%	2. Facilitate in dispatching of VSU vehicles & heavy equipment	1	
15%	3. Messengerial	1	
5%	4. Cleaning of Motor Pool Office & surrounding	1	
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <p><b>VINCENT PAUL C. ASILOM</b> Employee's Name, Date and Signature 12-11-20</p> </div> <div style="text-align: center;"> <p><b>MARLON G. BURLAS</b> Supervisor's Name, Date and Signature 12-11-20</p> </div> </div>			